



Flight Operations Standards Department
Flight Crew Licensing & Training Section - Theoretical Training Organization
Theoretical Training Organization Approval Validation Process Form
 FOR CARC USE ONLY

• Organization Name				
• Address				
• Contact Details	Name	Phone No	E-Mail	

1	APPLICATION PHASE	Remarks
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a	Submit approval revalidation application form	
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b	Approval revalidation fees slip	
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c	Approval revalidation team members preparations meeting			
(1)	Date	Time		
(2)	Objective. Define certification renewal date, duration, opening and closing meeting and audit schedule details			
(3)	Certification team member			
(a)		Flight crew licensing inspector - Team Leader		
(b)		Flight crew licensing inspector		
(c)		Economic regulatory officer		

2	DOCUMENTS REVIEW PHASE	Date	Time	Initial	Remarks
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a	Flight Operations				
(1)	Training manual				

b	Economic Regulatory Officer				
(1)	A forecast financial operating statement for the business for which approval is sought				
(2)	Details of any other financial trading arrangement on which the viability of the approved organization may be dependent				

3	INSPECTION PHASE	Date	Time	Initial	Remarks
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(a)	Organization and infrastructure inspection				
(b)	Theoretical training inspection				
(c)	Quality system inspection				



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4	CERTIFICATION PHASE
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e	Approval Revalidation Report Contents
(1)	Approval revalidation application form
(2)	Approval revalidation process form
(3)	Copy of Evidence of Sufficient Funding
(4)	Copy of approval revalidation fees slip
(5)	Approval revalidation audit report

f	Chief Commissioners approval for the issue
(1)	Theoretical training organization approval certificate issuance